



Policy: 2101
Procedure: 2101.20
Chapter: Business and Finance
Rule: Jury Duty – Employee Reporting

9/17/08
Effective:
Replaces: 2101.20
Dated: 08/06/07

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) employees receive civic duty leave with pay when summoned for jury selection and when serving as a juror.

Rules:

1. **ANY EMPLOYEE** receiving a summons for jury duty shall inform his or her supervisor by the next working day following receipt of the summons.
2. After the close of the first appearance day, and before the starting time of the next workday, the **EMPLOYEE** shall notify the supervisor whether or not they have been selected for jury duty and, if so, the estimated length of time of that duty:
 - a. The **SUPERVISOR** shall ensure that the employee's time sheet is marked civic duty or jury duty as served;
 - b. The **EMPLOYEE** shall report to their ADJC job whenever the employee's presence is not required for the civic duty, unless the employee cannot return to work at least one hour before the end of the work shift.
3. When jury duty is completed, the **EMPLOYEE** shall:
 - a. Request that the court officer complete a form that verifies the number of days served on jury duty;
 - b. Take the form to his/her supervisor upon returning to work; and
 - c. Retain the mileage reimbursement check.
4. The **SUPERVISOR** shall forward the verification form to the Payroll Unit. The **PAYROLL UNIT** shall:
 - a. Verify the days against the time sheet entries;
 - b. File the documentation for the civic duty paid; and
 - c. If any adjustment is needed, advise the supervisor who confers with the employee to make any necessary corrections.
5. The **PAYROLL UNIT** shall post the employee's day(s) on leave for jury duty as served, using the civic or jury duty code. If the employee was on leave for only one day, no further action is required since the employee receives only travel allowance, not per diem.
6. If the employee was on civic duty leave for more than one day, the **SECURE FACILITY PAYROLL UNIT OR PAROLE OFFICE SECRETARY** shall forward the paperwork and a copy of the check to Central Office (CO) Payroll:
 - a. The **PAYROLL UNIT** shall enter the negative earnings code of the per diem rate for the jury duty fee received by the employee; and
 - b. The **EMPLOYEE** shall retain the civic duty paycheck.

Signature Date

9/17/08

Approved by Process Owner

Patti Cordova, Assistant Director of Support Services
Division

Effective Date

9/17/08

Approved by

Michael D. Branham, Director